

INTRODUCED BY: COUNCILMAN DAN MCGINN

COMMITTEE: FINANCE

RESOLUTION NO. C-2016-13

**RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF EVANSVILLE,
INDIANA, REGARDING REPORTING ERRONEOUS OR IRREGULAR MATERIAL
VARIANCES, LOSSES, SHORTAGES OR THEFT OF PUBLIC FUNDS**

WHEREAS, the Common Council of the City of Evansville (the “City”) wishes to promote government accountability and establish a policy with respect to the monitoring of erroneous or irregular material variances, losses, shortages, or thefts of public funds in accordance with the provisions of Indiana Code 5-11-1-27(j) which requires reporting of the same to the Indiana State Board of Accounts; and

WHEREAS, Indiana State Examiner Directive 2015-6 directs each political subdivision to determine its own policy on materiality and establish thresholds concerning reporting variances, losses, shortages or thefts to the Indiana State Board of Accounts; and

WHEREAS, the City desires to establish a policy on reporting material variances, losses, shortages, or theft of cash or other non-monetary assets to the Indiana State Board of Accounts.

BE IT THEREFORE RESOLVED, that the City of Evansville hereby resolves to adopt the following policy:

Section I – Loss or Shortage of Cash or Other Monies

A variance, loss or shortage of cash or other monies from any City of Evansville fund that has been substantiated or determined to be in an amount over Five Hundred Dollars (\$500.00), where resulting from a one-time loss of Five Hundred Dollars (\$500.00) or multiple occurrences amounting to Five Hundred Dollars (\$500.00) in aggregate, is material and will be promptly reported to the Indiana State Board of Accounts by the Controller or the Controller’s designee. This does not include inadvertent clerical errors or misplacements that are identified in a timely fashion and promptly corrected with no loss to the City of Evansville.

Section II – Loss or Shortage of Non-Monetary Assets

A loss or shortage of a City of Evansville asset other than cash or money that has been substantiated or determined to have an estimated fair market value of over Five Thousand Dollars (\$5,000.00) is material and will be promptly reported to the Indiana State Board of Accounts by the Controller or the Controller’s designee. This does not include inadvertent clerical errors or misplacements that are identified in a timely fashion and promptly corrected with no loss to the City of Evansville.

FILED

JUN 08 2016

Yvonne Winkler
CITY CLERK

Section III – Theft of Cash or Non-Monetary Assets

The administration and/or any public employee who has actual knowledge of, or reasonable cause to believe, a misappropriation or theft of City of Evansville funds or assets has occurred shall immediately report in writing to the Indiana State Board of Accounts, the Evansville Police Department, the Vanderburgh County Prosecutor, and the City Controller regardless of the monetary value of such misappropriation or theft.

Section IV – Maintaining Documentation

The administration will investigate any and all losses, shortages, or thefts of City of Evansville funds or assets, regardless of whether the value or amount of a variance, loss, shortage, or theft is substantiated or determined to be material pursuant to Sections I and II of this resolution. The details and resolution of an investigation will be documented by the administrator who conducts the investigation or the administrator's designee. Such documentation will be maintained in the office of the Controller of the City of Evansville, pursuant to the City of Evansville's document retention policy.

Section V – Administrative Procedures

The Controller is authorized and instructed to develop administrative procedures and regulations to carry out the requirements of this resolution.

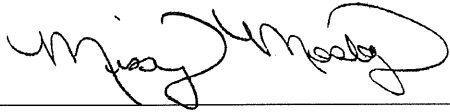
Section VII – Compliance

All elected and appointed officials, and all employees of the City of Evansville are directed to comply with this resolution and the administrative procedures and regulations to be issued by the Controller as required in Section V.

The proper officers of the City are hereby authorized and directed, for and on behalf of the City, to take any action as such person determines to be necessary or appropriate to accomplish the purposes of this Resolution.

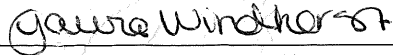
This Resolution shall be in full force and effect from and after its passage.

PASSED AND ADOPTED by the Common Council of the City of Evansville, Indiana on the 27 day of June, 2016.



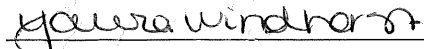
Missy Mosby, President

Attest:



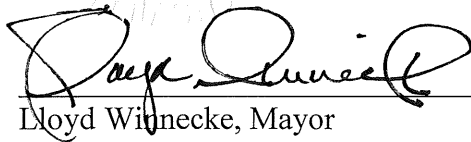
Laura Windhorst, Clerk

Presented by me to the Mayor of the City of Evansville, Indiana on the 28 day of June, 2016, at the hour of 11, A.m.



Clerk

This resolution approved and signed by me on the 29th day of June, 2016, at the hour of 7:00, A.m.



Lloyd Winnecke, Mayor

Approved as to Form:

Corporation Counsel